

March 9, 2017



Memorandum

To: Mark Johnson, State Superintendent
From: Sneha Shah-Coltrane, Director, Advanced Learning and Gifted Education
Subject: Intent to Contract

(Required for Service Contracts Greater Than \$5,000)
AMENDMENT #2

Important Information: Approval of this Memorandum of Intent to Contract is required prior to initiating the contract process. It does not constitute a contract, nor does it imply that a contract will be approved. In that regard, please note that no contractor work can begin until a contract has been approved and signed by both parties. Signed contracts will be returned to the listed DPI Contract Contact Person by the DPI Purchasing and Contracts Section.

Instructions: The questions/information in this memorandum must be completed, and the appropriate approvals obtained prior to initiating a Request for Proposal (RFP) or any contract paperwork, including amendments. All appropriate requested questions and information must be answered and completed, or the form will be returned. If approved, the original memorandum will be forwarded to the Purchase and Contracts Section, and a copy will be returned to the division. If not approved, the original memorandum will be returned to the division.

1. Please complete the following information (If you will use competitive bidding, please insert a short name for the RFP or other bid instrument in the place for Contractor Name; for example: RFP for Parking Services, and do not complete the contract amount or contract dates.)

Contractor Name: College Board
Contract Amount (if this request amends the amount, please enter the amended amount): \$3,126,000
(\$1,500,000 original, 2015-16, + \$1,500,000 amendment 1, 2016-17 + \$126,000 amendment 2, 2016-17)
Contract Dates: July 1, 2016 to June 30, 2017 (amended)
DPI Contract Contact Person and Telephone Number:
Sneha Shah-Coltrane, 919-807-3849

2. Is this a contract amendment? If so, please explain fully why you are amending it. (Note: If the amendment is for a date extension only, do not answer questions #3 through #12) **Yes, we are amending to increase contract legislated by the General Assembly to provide College Board an additional \$126,000 to fund 115 more APSI teacher scholarships.**
3. Why are you initiating a contract? What services will you require? **Per Section 8.27 of Session Law 2013-360, this contract will meet the requirements described in**

the legislation to broaden access and participation in advanced courses. Services will include professional development and technical assistance.

4. How does the contract add value to the teaching/learning process? **It directly works with teachers, schools, and districts to meet the needs of teaching AP courses.**
5. Is the service unique and not repetitive with agency activity or other contracts? Please state why this service cannot be performed within the resources of the agency. **Yes, this service is unique and cannot be performed within the resources of the agency. Legislation requires the State Board of Education to contract with a partner for this service.**
6. What is the impact, if you do not contract for these services? **We will not meet the legislative requirements.**
7. If this contract is being paid with grant money, does the grant require the contracted services? Please describe the grant references to these contracted services, and give a synopsis of the grant. **No.**
8. Will you use competitive bidding (e.g., RFP?) If yes, skip the remaining questions # 9 through # 12. **No, this is a contract renewal.**
9. Are you using an IT Supplemental Staffing Convenience Contract or other type of convenience contract? If yes, please skip question # 10 and complete questions # 11 and # 12. **No.**
10. Do you plan to request sole sourcing for this contract? If yes, please complete and attach the required sole source justification memorandum. Sole sourcing is warranted whenever only one acceptable source can be found; sole sourcing should never be the first consideration. (**Important:** The approval of the DPI Section Chief for Purchasing and Contracts, and approval by the Division of Purchasing and Contracts or ITS Procurement Services is required for sole sourced contracts.) **No, this is a contract amendment to a contract renewal.**
11. Have you contracted with this vendor previously for related services? If yes, please provide the contract number of all contracts with this vendor during the last twelve months. **Only this contract.**
12. How did you calculate the cost (e.g., what is the cost per hour and number of hours?) If the cost per hour is above the DPI maximum for that type of service per the New Service Contract Policies, please attach the required written permission granted by the Deputy Superintendent. **This amount was specified in the last General Assembly budget bill.**
13. Is this contract for information technology services? **No**
14. If this is a personal service contract request, is the vendor/contractor a retiree?

_____ Yes No

If answer is yes, is individual a member of:

_____ TSERS (Teachers & State Employees Retirement System)

_____ Other (Please Explain) _____

Requisition No. RQ 20301338

Budget Code: 1800 10518 000 532199

This is for the \$126,000 amended amount as stated in question #2 of this Intent to Contract.

Signed: S. Collins Date: 3.29.17
Budget Representative

Requisition No. RQ 20301338

Approved: Yes No

Signed: M. R. [Signature] Date: 4-11-17
Supt./Deputy Supt./Appropriate CFO/CAO/CIO

For Technology Contracts Only:

Approved: Yes No

Signed: _____ Date: _____
Chief Information Officer